



USAID
FROM THE AMERICAN PEOPLE

NIGERIA

SOLICITATION NUMBER: 72062019R10010

ISSUANCE DATE: April 29, 2019

CLOSING DATE/TIME: May 13, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Domestic Resource Mobilization)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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www.usaid.gov/ng

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062019R10010
- 2. ISSUANCE DATE:** April 29, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 13, 2019
- 4. POSITION TITLE:** USAID Project Management Specialist (Domestic Resource Mobilization)
- 5. MARKET VALUE:** **N11,335,349.00 – N17,089,363.00 equivalent to FSN-10; 40 Hours per week.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective July 8, 2018). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

The USAID Project Management Specialist (Domestic Resource Mobilization) (PMS DRM) reports to the Logistics Commodity Pharmaceutical Manager in the Office of HIV/AIDS & TB. S/he facilitates health financing policy dialogue between USAID and relevant public sector and private stakeholders in order to mobilize domestic resources for the sustainability and scale-up of HIV/AIDS and TB prevention, treatment and care in Nigeria. This includes exploring, analyzing, recommending, designing and overseeing implementation of evidence-based options for domestic financing for health. S/he serves as an Activity Manager as assigned. The job holder is required to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Technical expertise (45%):

The PMS DRM supports implementation of Nigeria's national health financing strategy that includes approaches to domestic resource mobilization, effective and efficient methods of resource allocation and management, health expenditure tracking, an updated costed essential benefits package for universal health coverage (UHC) and gender-sensitive budgeting for TB and HIV/AIDS. S/he will work with the Federal Ministry of Health, National AIDS Control Agency, National TB Program, Federal Ministry of Finance and all relevant state level organizations and

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agencies to identify and implement new opportunities and innovative approaches to mobilize domestic resources at all levels of the health system. In addition to interacting with Federal level stakeholders, the job holder will interact with individual State Health Commissioners, in collaboration with other development partners, to support State governments in designing and moving forward their individual health sector financing strategies. S/he is the technical lead in the area of strategic health purchasing mechanisms for both public and private sector services, serving as a technical adviser to the Community Linkages, Care and Treatment and TB teams within the Office of HIV/AIDS & TB. S/he will contribute technical expertise to assessments of financial barriers to access health care services that are faced by the poorest Nigerians, with a specific focus on reducing and eventually eliminating out of pocket expenses for people living with HIV/AIDS and TB.

b. Program Management (35%):

The PMS DRM supports planning and monitoring of USAID awards that include and/or will benefit from health financing activities. This includes contributing technical review and input to program descriptions to incorporate health financing components; supporting implementing partner annual work plans and performance reviews related to health financing; and working closely with other USAID and PEPFAR staff to ensure integration of increased domestic health financing perspectives and plans in HIV/AIDS and TB programming. S/he serves as Activity Manager for all health financing related activities across the HIV/AIDS and TB portfolios.

c. Representation & Public Speaking (20%):

The PMS DRM attends external meetings, committees and task teams, including technical working groups convened by the Government of Nigeria (GoN), as needed to advocate for and promote domestic resource mobilization for HIV/AIDS and TB services. S/he develops and presents research publications and abstracts for national and international conferences and symposiums; and presents USAID research results and policy recommendations to USAID/Nigeria, PEPFAR and other USG interagency stakeholders and external stakeholders that include other development partners, GoN at federal and state levels, private sector stakeholders, USAID implementing partners, USG counterparts from other countries and USAID/Washington, as needed.

SUPERVISORY RELATIONSHIP:

The PMS DRM works under the direct supervision of the Logistics Commodity Pharmaceutical Manager, who provides overall objectives and expected results to be achieved, assigns specific tasks, provides suggested approaches to consider and reviews completed reports and assignments. Assignments are made orally and in writing. Achievements are regularly reviewed and feedback provided.

SUPERVISORY CONTROLS:

Formal supervision of other USAID staff is not contemplated.

10. AREA OF CONSIDERATION: Offerors must be Nigerian citizens.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Bachelor's degree in Economics, Business Administration, Public Policy, Public Health or other related discipline is required.

b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in a combination of health financing and/or health systems development and implementation is required. This must include at least two years working with an international organization; and at least two years working at national level. Experience in exploring, analyzing, recommending, designing and overseeing implementation of evidence-based options for domestic financing for health. Experience engaging with a wide range of stakeholders, both government and private, to advance the national commitment and agenda with regard to health financing.

c. **Language Proficiency:** Level IV fluency in English for speaking, reading and writing is required.

d. **Job Knowledge:** Advanced professional-level knowledge of development principles, concepts, and practices related to this assignment and to public health, especially HIV and TB, in Nigeria is required. The job holder must have advanced knowledge of health financing and economics issues, tools, and analysis methods in the Nigerian context. S/he should have a strong network of relationships within the Nigerian health financing community; and experience working closely with the Nigerian government and development partners including the Federal Ministry of Health, Ministry of Finance, major donors and philanthropic foundations. S/he must also have an understanding of Nigeria's tax and spending system, public financial management system, central and regional fiscal responsibilities, and health financing strategy; along with an understanding of the sources of inefficiencies in health spending and feasible tools and approaches to address them.

f. **Skills and Abilities:** The PMS DRM must have excellent written and verbal communications skills, especially in conveying technical materials to audiences of non-specialist policymakers; and must be a good and active listener and facilitator of policy dialogue. S/he must be able to work both independently and as a member of various teams, demonstrating productive, task-oriented leadership to successfully conceptualize, plan and execute tasks. Must have strong analytical, problem solving and communication skills; and a collaborative and approachable working style. Proficiency in Microsoft Excel, PowerPoint, Word and email platforms, with strong capacity to manage activity goals and achievements, both technical and financial. Must have demonstrated skills in project programming and strategy development; and proven ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. S/he must have knowledge, or the ability to acquire such knowledge, of USAID programming policies, procedures, regulations and documentation; and of the objectives and methodology of assigned activities.

III. EVALUATION AND SELECTION FACTORS

After the closing date for receipt of applications, all applications will initially be screened for adherence to application instructions and conformity with minimum qualifications expressed in Section II, and a short list of applicants will be developed.

Following this initial review and short listing, a Technical Evaluation Committee (TEC) will be convened to review eligible applications and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be scored. Those applications from qualified offerors meeting the required minimum qualifications will be assessed based on the following selection/evaluation factors:

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Language Proficiency (10 points)
4. Job Knowledge (30 points)
5. Skills and abilities (30 points)

Total Possible Points: 100 points

Applications determined to be competitively ranked may be further evaluated based on interview performance, written assessments and/or satisfactory professional reference checks.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Reference checks will be made only for offerors considered as finalist.

Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: abujahr@usaid.gov

Offerors whose applications are not compliant with the instructions below will not be considered.

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section IV**.
3. **Email subject line and application must reference the job title and solicitation number for consideration.**

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
3. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations> .